



State of Wisconsin  
**Homeland Security Council**

JIM DOYLE  
Governor

MAJ GEN AL WILKENING  
Homeland Security Advisor

Department of Military Affairs  
2400 Wright Street  
Madison, WI 53704

608-242-3000

**Open Session Meeting Minutes**

**Department of Military Affairs  
Classroom 230**

**Thursday, December 11, 2003  
9:07 a.m. – 10:52 a.m.**

**Members present:** Chair Major General Albert H. Wilkening (DMA), David Collins (WSP), Ed Gleason (WEM), Mike Metcalf (CapPol), Dave Steingraber (OJA), and Jim Warren (DCI).

**Members absent or excused:** Ken Baldwin (DHFS).

**Alternates present:** Tom Anderson (DHFS alternate) and Mike Kunesch (OJA alternate).

**Others present:** Randi Milsap (DMA Legal Counsel), Lynn Rasmussen (DMA staff), William Clare (WEM staff), Diane Kleiboer (WEM staff), Holly Heggstad (WEM staff), UW-Madison Police Chief Sue Riseling (Wisconsin Chiefs of Police President), Bill Smith (DNR Deputy Secretary), Warden Tom Thoresen (DNR staff), David Woodbury (DNR staff), Don Swailes (DNR staff), Jim Koleas (OJA staff), and Sue Buroker (DATCP).

**Invited First Responders present via teleconference:** Ken Kortenhof (Oneida County EM Director), Sheriff Kurt Heuer (Badger Sheriffs), Steve Moe (Polk County), Ben Schliesman (Kenosha County EM Director), and Keith Tveit (representing Wisconsin Fire Chiefs). Chief Neil Cameron (Appleton Fire Department and Regional Response Team Network) signed onto the teleconference but disconnected prior to the start of the meeting due to excessive static.

**Quorum present.**

Chair Wilkening called the meeting to order at 9:07 a.m. Invited first responders were teleconferenced into the Council meeting from 9:07 a.m. to 10:14 a.m.

1. Review and approval of minutes of October 3, 2003 open session meeting minutes.

Chair Wilkening read the highlights of the minutes to the first responders. A motion was made by Jim Warren and seconded by David Steingraber to approve the minutes from the October 29, 2003 open session meeting. **Motion carried.**

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2. Agency updates.

- DHFS: Influenza is here. Wisconsin is not in as bad a shape as other states. While there is a shortage of immunizations, 75% of the at-risk population has received their immunizations.
- WSP: Attended a meeting regarding the upcoming PGA championship, which will be held in Kohler, WI in August 2004. This will be a large, international worldwide event. Issues are traffic and security. We will be working on security. We will have another meeting in the second week of January. WEM and law enforcement are also involved.
- WEM: We have provided security clearance forms to Dave Collins and Dave Steingraber. This puts us at 5 free security clearances, which is our maximum. The average cost of a security clearance with associated investigations is approximately \$7,500 per clearance. The secure video teleconference room is almost operational and will be ready in January 2004. On November 21, 2003, after normal work hours, the Homeland Security teleconference call stressed a heightened awareness due to Ramadan, a Muslim holiday. We tried to disseminate information to the Emergency Management community through the TIME system that evening but we had limited success reaching emergency management who, in turn, was asked to contact all levels of the public safety community in their counties. The information was successfully disseminated to law enforcement through NLETS. We will continue to work to improve after hour communications. Today's Homeland Security teleconference call was about the State-wide Strategic Plan submission date, which has been pushed back, date TBA. Technical difficulties were experienced by those using the online tool. This came as a surprise to everyone, including OJA. The submission of the Strategic Plan is linked to the release of 2004 homeland security funds; to delay submission will delay release of the funds. We can still submit the paperwork by the initial submission date. EMPG funds guidance should be released within the next week. EMPG funds are used to support emergency management program throughout the state. We have already negotiated the Plan of Work with the counties.
  - Kenosha County (Ben Schliesman): Questions on equipment / release of funds.
  - OJA: No time yet to assess the recent ramifications of the Strategic Plan delay. If the delay allows us to improve the quality of the submission, we may consider it but we do not want to impede the release of funds. Will get something out as soon as we know more.
  - Chair Wilkening: A draft of the Homeland Security Council Working Groups was distributed to attendees. (Attachment 1, 12/11/03 Open Session Meeting.) Asked all members to review. Asked DHFS to take a look at the make-up of the Public Health group. "VOAD" stands for Volunteer Organizations Active in Disasters. Would like to finalize the working groups by the end of the year.

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- OJA: We will pass on update, as we will be briefing at length in agenda items 3, 4, and 5.
- CapPol: Have completed the assessment of state facilities. Book is at the printer. There is preliminary funding for project around the Capitol.
- DCI: Nothing new to report, which is good. There have been Ramadan overseas bombings but nothing in U.S. and nothing in Wisconsin. Through a grant from OJA, updating Intel database for WILENET. We plan to set up users advisory group on how to set up actual domestic database. Want to have WEM assist with non-traditional users. Primarily for street cops. Meeting on January 7<sup>th</sup>, 2004.
  - Wisconsin Fire Chiefs (Chief Keith Tweit): Reference the November 2001 meeting with WEM and the fire & emergency services. Limit fire service access to WILENET.
  - OJA: There is another new tool – ATIX database. This is an Internet service for non-law enforcement users. Offered through Risk Net capacity. 100 ATIX licenses are available in Wisconsin. This is another available option.
- WEM: Attended the FEMA Conference on December 4-5, 2003. The new Terrorism Screening Center was discussed. This integrates all the different lists and is available to cops 24/7.
  - WSP: Have seen email on the system.

Invited First Responder Reports.

- Kenosha County (Ben Schliesman): Any questions were tied to Strategic Plan and equipment funding. Will put them on hold until updated in agenda items 3 and 4.
- Oneida County (Ken Kortenholz): Questions on regional capabilities. Will defer to the agenda.
- Wisconsin Fire Chiefs (Chief Tweit): Follow the agenda.
- UW Police Chief (Sue Riseling): Nothing to add.
- Badger Sheriffs (Sheriff Kurt Heuer): Follow the agenda.
- Polk County (Deputy Steve Moe): Nothing to add. Need to sign off the teleconference call at this time.

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3. Update on development of statewide strategic plan.

Dave Steingraber: The submission deadline has been pushed back, which gives us more time to rethink and review the background information. Submission deadline was December 31, 2003. There are challenges and questions with the online tool that required extra effort on many levels but we appreciate everyone's patience. The local submission is pretty well completed. We have engaged a Strategic Plan Consulting Firm – MTG. They are conducting interviews, etc. We are at the stage where we are looking for comments, input, and critique. We will submit the Strategic Plan to meet the initial submission deadline but will use the extra time to strengthen the plan. We are unsure of the impact of the new submission deadline. The Strategic Plan will be reviewed by the U.S. Department of Homeland Security. This plan must be the basis to prioritize future funding. The Plan will drive the funding. This is not an operation plan but a resource and capacity plan.

- Kenosha County (Ben Schliesman): Would like the Plan sent out to all Emergency County Directors.
- David Steingraber: This might not be doable due to the short timeframe. The wait may hinder the final Plan. Looking for big picture critique, but can get the Plan to the invited First Responder representatives.

Mike Kunesh (OJA Alternate) passed out two (2) documents to Council members. Document #1: Printout of on-line tool. Some figures may be confusing because the level of training figures is skewed. Document #2: State Homeland Security Strategy (Plan) – First draft prepared by MTG Management Consultants. Had a meeting yesterday with the MTG Group. They reviewed the Plan and offered cosmetic changes. Wisconsin's far ahead of others. There are twelve goals; 2 have been broken out to make 14. Changes are due to OJA by December 20, 2003. The Homeland Security Council members can make comments and provide them to OJA. There will be a meeting next week with MTG. We will submit the Plan on December 30<sup>th</sup> (due December 31<sup>st</sup>). Upon submission of the Plan, the clock starts for funding. ODP will give a nationwide clock; otherwise there would be too many start dates, which would be unmanageable. ODP will give blanket approval to all states.

- Chair Wilkening: Recommends hard copy via overnight delivery versus electronic copy to invited first responders representatives.
- Mike Kunesh: Get input back to me by December 19, 2003 for mailed copies and will get changes back to MTG.

Mike Kunesh stated that they are working on the 2004 Grant. Any information that has been gathered is the property of the Office of Domestic Preparedness (ODP) and is fully covered by FOIA. Information can only be released by ODP. This is on a case-by-case basis for protection of information. This information cannot be released under Wisconsin's Open Records Law.

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- Chief Riseling: Reference the skewed numbers on Document #1, do you want us to ignore the numbers? For example, "0". Do you want us to ignore them as if they don't exist?
- Mike Kunesh: Ignore the level 0 numbers as if they did not exist. Other levels are accurate; they are based on the self-assessment.

4. Update on OJA equipment funding and development of regional capabilities.

Mike Kunesh spoke reference the 2003 OJA Equipment Funding. Congratulations to the EMS, police and fire communities that did an excellent job. Wisconsin met the standards and time restraints. Wisconsin quickly turned grant money around compared to other states. The push-out of the submission deadline is welcome. We want to take a more regional look for 2004 equipment funding. Our concept is to pre-position equipment, train and equip responders regionally around the state to respond to emergencies. There will be a tiered level of response times. Met with WEM recently to identify specialty teams located to respond to an emergency within 30 minutes. Looking at higher level of training – 1 hour response time to the emergency. Highest level of training – 1 ½ hours response time to the emergency. A Multi-Disciplinary Advisory Committee has been established comprised of fire, EMS, public health, WEM and tribal representatives. There are 30 members. The first meeting will be held at 10:00 a.m. on December 16<sup>th</sup>, 2003 at the Risser Building, Room 150A. We will look at and identify existing teams and areas without existing teams. We will also look at proficiency levels. We intend to ask for input on how we operate as an agency.

9:56a.m. – Chief Tweit signed off due to static on-line.

5. Update on interoperability.

Jim Koleas – OJA (Former Assistant Police Chief in Milwaukee). Good to see involvement from professional police and fire associations. Communications issues are big; they are on the top 2/3 of our list and a high priority item. Need to come up with an interoperability plan and the approach is to bring various expertises together. We have hired a large consulting firm, Federal Engineering of Fairfax, VA. Their timeline is to finish their report by June 14, 2004. Then our work starts. Their roadmap will address: 1) The current state of communication in Wisconsin. 2) Various perspectives to include needs and gaps. 3) Discussion of emerging technologies and how to apply to the needs and gaps. Federal Engineering will be provided county assessments, and communication grant applications (i.e. Pierce and Milwaukee County). The consultant will look at both rural and urban areas for diversity of problems, crossover issues and solutions. We are fine-tuning contract and procurement issues. There will be a kick-off meeting on January 14, 2004 with the Consultant and the Steering Committee. The final phase will be the drafting of the statewide plan. Not limited to just HLS funding but to other funding options. We will look at joint planning - joint purchases, best practices and best equipment available. Plan to move forward to answer question of interoperability.

- Kenosha County (Ben Schliesman): Questions on the type of equipment purchase and pushback of timeline.
- OJA (Jim Koleas): Equipment should be to APCO 25 standards. One or two vendors are available.

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- OJA (Dave Steingraber): We will explore ways to assist counties to protect 2004 funds until the interoperability plan is completed. We will allocate money and reserve expenditures. Will get info out as it becomes available.

Dave Steingraber added that we are struggling to meet all the deadlines. First responders still haven't seen equipment. The issue is a cumbersome procurement procedure at the county level. We are working to develop Procurement Bulletins, which would permit counties to buy off an already established vendor list. Hope to have in place by the time the 2004 money is awarded. 2003 funds - \$03 million. 2004 funds - \$51 million (Milwaukee received direct grant funding under the Urban Area Security Initiative).

6. Teleconference discussion with invited first responder representatives.

No additional discussion with invited first responder representatives.

**10:14 a.m. – Ended Teleconference Call with Invited First Responder representatives. Short break. Mike Kunesh and Jim Koleas also left the meeting.**

**10:20 a.m. – Meeting Reconvened.**

7. Briefing and Discussion with Representatives from the Wisconsin Department of Natural Resources.

DNR Terrorism Preparedness Brief – Emergency Response Role. Presented by the DNR Staff of Bill Smith, Deputy Secretary; Warden Tom Thoresen; David Woodbury; and Don Swailes.

See PowerPoint notes of DNR presentation (Attachment 2, 12/11/03 Open Session meeting) and DNR Handout entitled "Drinking Water Systems Security Work Plan" (Attachment 3, 12/11/03 Open Session Meeting).

8. Other Business.

- Ed Gleason (WEM): Handed out draft letter for the Governor's signature regarding implementation of Incident Management System (IMS) (Attachment 4, 12/11/03 Open Session Meeting).
- WSP: Email Handout. On December 3, 2003 there was a bomb threat to the Bong Bridge, which links Minnesota and Wisconsin. The bridge was closed for several hours. The situation was handled by the Minnesota Department of Transportation and the U.S. Coast Guard. Other than the involvement of the Superior Police Department, it took 3-4 days to get the information to other Wisconsin state agencies. Should other means be used to notify agencies? Dave Collins will work with Minnesota Dept of Transportation to improve.
- OJA: Dave Steingraber will be out of the country December 18, 2003 – January 7, 2004.

9. Public comments.

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No other comments from the Council or the public.

10. Set date, time and place of next meeting.

The next meeting will be TBA.

11. Adjournment.

A motion was made by Dave Collins and seconded by Mike Metcalf to adjourn the meeting. **Motion carried.**

**10:52 a.m. – Meeting Adjourned.**